



Form No.	A-L-0008
Effective Date	6/1/06
Revision No.	02
Last Revision Date	N/A
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AIR EMISSION LICENSE TRANSFER APPLICATION

Attached is the set of material required to process an air emission license transfer. The set includes:

- an application form (includes instructions);
- a signatory requirement form for the responsible official;
- a form for publishing the mandatory public notice of intent to file;

There is no application fee associated with this action. In order to complete processing of your transfer application, the following actions must be taken:

- Complete the enclosed application form;
- Publish the public notice of intent to file in a local paper;
- Mail the public notice of intent to file to all abutting landowners via certified mail;
- Write a letter to the department which includes the following information:
 - ✓ The full name and address of the new owner;
 - ✓ The date of the official sale;
 - ✓ A statement that there will be no increase in air emissions beyond that provided for in the existing license, either in quantity or type, without prior written permission from the Department;
 - ✓ A statement which demonstrates that the new owner has the technical and financial capacity and intent to comply with all conditions of the applicable license or permit and satisfy all applicable statutory criteria.
- Send the completed application form, a copy/clipping of the public notice of intent to file from the actual paper, the letter, a copy of the purchase agreement or deed showing transfer of ownership, and the signatory requirement form to the following address:

Department of Environmental Protection
Bureau of Air Quality
17 State House Station
Augusta, ME 04333-0017

- Provide a copy of the application materials to the local town office where the facility is located.

If there are any questions regarding this application or information, please contact a member of the Air Licensing Section at the above address or telephone (207) 287-2437.



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INSTRUCTIONS FOR AIR EMISSION LICENSE TRANSFER APPLICATION FORM

State of Maine
Department of Environmental Protection
Bureau of Air Quality

INSTRUCTIONS for SECTION A: FACILITY INFORMATION

Facility Name: The actual facility name as incorporated by the Secretary of State.

Emission Location: The physical location of the facility, including city/town and county.

Facility Mailing Address: The mailing address of the facility, including city/town and zip code.

Facility Phone Number: Main phone number of the facility.

Facility and Application Description: A description of the facility operations and the purpose for the application (ie- transfer).

Current License Number: The number of the air emission license the facility is currently operating under.

Application Number: To be filled in by the Department.

Checklist: These requirements are necessary for the Department to accept the application for processing and should be completed then checked off prior to submitting the application.

- **Application completed** - the applicable portions of the application forms should be filled out.
- **Copy sent to town and date sent** - a copy of your application must be filed for public inspection with the town or city clerk of your municipality.
- **Public notice published** - a public notice of intent to file must be published in a newspaper of general circulation in the region in which the source would be located (see Public Notice of Intent to File form).
- **Enclose public notice tear sheet** - a clipping or photocopy of the notice from the paper must be submitted with the application.
- **Signed signatory form** - the Responsible Official must sign the application form.
- **Notify abutting landowners** - abutters must be notified of transfers via certified mail .

Facility Contact/Title/Phone/Fax/e-mail: The name and title/position for each of the people to contact regarding the facility, the application, and billing. Also, the address, phone, fax, and e-mail for each of these people.



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CHAPTER 115

AIR EMISSION LICENSE TRANSFER APPLICATION FORM

State of Maine
Department of Environmental Protection
Bureau of Air Quality
17 State House Station
Augusta, Maine 04333-0017
phone: (207) 287-2437 fax: (207) 287-7641

Section A: FACILITY INFORMATION

Facility Name to Appear on License: _____

Physical Location: _____ City/Town: _____ County: _____

Facility Mailing Address: _____

City/Town: _____ Zip Code: _____

Facility Phone Number: _____

Facility / Application Description:

Current License #: A- _____ - _____ - _____ - _____

Application #: A- _____ - _____ - _____ - _____ (to be filled in by the Department)

Check When Done:

- ☐ Application Completed
- ☐ Copy Sent to Town (date sent _____)
- ☐ Public Notices Published
(paper name: _____ date: _____)
- ☐ Enclosed Public Notice Tear Sheet
- ☐ Signed Signatory Form
- ☐ Notified abutting landowners



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Facility Contact:

Name: _____ Title: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____

Application Contact:

Name: _____ Title: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____

Billing Contact:

Name: _____ Title: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Phone: _____ Fax: _____

e-mail: _____



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1. *For Transfers:* To be advertised once by the applicant in a newspaper of general circulation in the area of the project location, within 30 days prior to the filing of the application.
2. One copy of the "published" notice is to be submitted with the application.

PUBLIC NOTICE OF INTENT TO FILE

Please take notice that _____

(name, address, and phone number of applicant)

intends to file an Air Emission License application with the Maine Department of Environmental Protection (DEP) pursuant to the provisions of 38 M.R.S.A., Section 590 on _____.

The application is for _____
(submittal date)

(summary of project)

at _____. According to Department regulations, interested

(project location)

parties must be publicly notified, written comments invited, and if justified, an opportunity for public hearing given. A request for a public hearing or for the Board of Environmental Protection to assume jurisdiction must be received by the Department, in writing, no later than 20 days after the application is accepted by the Department as complete for processing.

The application and supporting documentation will be available for review at the Bureau of Air Quality (BAQ) DEP offices in Augusta, (207) 287-2437, during normal working hours. A copy of the application and supporting documentation will also be available at the municipal office in _____, Maine.

(town)

Written public comments may be sent to Marc Cone at the Bureau of

(project manager)

Air Quality, State House Station #17, Augusta, Maine 04333.



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SIGNATORY REQUIREMENT

Each application submitted to the Department must be signed by the applicant, or the applicant's duly authorized officer or agent, and include the following certification signed by a Responsible Official:

"I certify under penalty of law that, based on information and belief formed after reasonable inquiry, I believe the information included in the attached document is true, complete, and accurate."

Responsible Official Signature

Date

Responsible Official (printed or typed)

Title

"Responsible official" means one of the following:

- A. *For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either:*
 - 1. *The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or*
 - 2. *The delegation of authority to such representatives is approved in advance by the permitting authority;*
- B. *For a partnership or sole proprietorship: a general partner or the proprietor, respectively;*
- C. *For a municipality, State, Federal, or other public agency: Either a principal executive officer or ranking elected official. For the purposes of this part, a principal executive officer of a Federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a Regional Administrator of EPA); or*
- D. *For Title V sources:*
 - 1. *The designated representative, having the meaning given to it in section 402(26) of the CAA, in so far as actions, standards, requirements, or prohibitions under title V of the Act or the regulations promulgated thereunder are concerned; and*
 - 2. *The designated representative, having the meaning given to it in section 402(26) of the CAA, for any other purposes under part 70.*